



CITY OF HOUSTON

Job Posting

cd	
Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR IT PROJECT MANAGER
Posting Number	PN# 100945
Department	Public Works & Engineering Department
Division	Office of the Chief Technology Officer
Reporting Location	611 Walker, 24 th Floor
Workdays & Hours	M-F, 8:00 a.m. – 5:00 p.m.*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Assists the Public Works & Engineering Chief Technology Office in overseeing and evaluating all aspects of planning, development, and implementation of large and medium information systems for Public Works & Engineering Department. Oversees and evaluates the design and manages the scope of large and medium information systems projects including integration opportunities, interface requirements, feasibility, costs, schedules projections and risk analysis. Manages and monitors project budgets and resources. Provides leadership, direction, and budgetary oversight to various project teams. Oversees various egovernment initiatives and the PWE website. Provides assistance and coaching to other PWE and city project teams. Serves as a liaison to other departments.

WORKING CONDITIONS
The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in Computer Science, Management Information Systems, Mathematics, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS
Requires seven (7) years of progressively responsible experience in the area of information systems, with three of the years in a supervisory capacity, are required.

MINIMUM LICENSE REQUIREMENTS
A Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES
Work history of leading and delivering IT technology projects. Solid team leadership skills and experience. Good understanding of Project management Methodology. Extensive personal computer applications experience with MS Office, MS project, and other productivity applications. Certification as a Project Management Professional (PMP) a plus as well as excellent written and presentation skills.

SELECTION/SKILLS TESTS REQUIRED None
However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒Yes ☐No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30
\$1,999 - \$2,806 Biweekly \$51,974 - \$72,956 Annually

OPENING DATE October 06, 2004

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

An equal opportunity employer